



## Administrative Policies and Procedures: 14.23

<b>Subject:</b>	Orders of Reference
<b>Authority:</b>	TCA 37-5-105; 37-5-106
<b>Standards:</b>	None
<b>Application:</b>	All Department of Children's Services Child Protective Services Employees

### Policy Statement:

The Department of Children's Services shall complete an *order of reference* as required upon request by the Courts.

### Purpose:

To conduct a study of a child's (or children's) situation that requires a written report (home study) to aid the court in decision-making with issues of child placement and legal custody and submit to the court by a given date. Orders of reference may involve allegations of child abuse or neglect, or the Court may inquire about the circumstances of a specific child or children.

### Procedures:

<b>A. Responding to orders of reference alleging abuse/neglect</b>	<ol style="list-style-type: none"><li>1. When the court issues an <b>order of reference</b> alleging abuse or neglect, the report will be assigned to CPS. Case must also be reported to Central Intake.</li><li>2. Upon the receipt of the order of reference the case worker will research all DCS records (paper files and TNKIDS) to determine if there is a past history on the child, parents/caretakers and petitioner.</li><li>3. The case worker will complete a CPS investigation or assessment as applicable.</li><li>4. The case worker will complete a police background records check on the parents/caretakers and petitioner as outlined DCS policy <a href="#"><u>16.20 Expedited Custodial Placement</u></a>.</li></ol>
<b>B. Immediate Assessment</b>	<ol style="list-style-type: none"><li>1. When an immediate expedited custodial placement (the placement with a relative or a person who has a significant relationship) is in the best interest of a child, DCS staff must secure an <b>Authorization for Release of information, form CS-0668</b>, from all adult household members and conduct an Expedited Placement Assessment. This assessment must include at a</li></ol>

minimum:

- a) A face-to-face interview with the placement resource,
- b) Criminal records checks on the placement resource and all adult household members:
  - ◆ **CS-0751, Background Clearance Check- Local Criminal History)**
  - ◆ **CS-0750, Background Criminal History- Expedited/Emergency Purpose Code X III Name Check**
  - ◆ **CS-0741 DCS Records (CPS/SSMS/TN Kids) check, Database Search Results**
  - ◆ If the placement resource has not been in residence in the county for a period of five (5) years, the local criminal records check must be made for previous places of residence five (5) years back. Central Intake will perform CPS/SSMS/TNKIDS checks after-hours and weekends only. The Central Intake phone number is 1-877-237-0004. The local field staff will be responsible for these checks during regular business hours.
- c) An **Internet Records Clearance**, form **CS-0687**, must be completed for all household members age eighteen (18) years or older which includes the following:
  - ◆ A **Methamphetamine Offender Registry Clearance** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet web site address is: <http://www.tennesseeanytime.org/methor>
  - ◆ A state and national **Sexual Offender Registry Clearance** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet web site address for a TN search is: [http://www.ticic.state.tn.us/SEX\\_ofndr/search\\_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp). The Internet web site address for a national search is: <http://www.nsopr.gov/>
  - ◆ A **TN Felony Offender Database Clearance** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet web site address is: <http://www.tennesseeanytime.org/foil/search.jsp>.
  - ◆ An **Abuse Registry Clearance** must be completed for the prospective caregiver(s) and all adult household members. The Internet web site address is: <http://health.state.tn.us/AbuseRegistry/>
- d) Central Intake will also perform the internet records clearance after-hours and weekends only. The local field staff will be responsible for this clearance during business hours.
- e) The placement resource and all adult members of the household must agree to be scheduled for their fingerprinting immediately after the expedited custodial placement is made. **Finger printing must be completed for expedited placement resources within fifteen (15) days. Failure to comply with this requirement will result in**

	<p><b>child's/children's removal from the placement.</b></p> <ul style="list-style-type: none"> <li>f) The placement resource and all members of the household must agree to be <u>scheduled</u> for a medical examination immediately after the expedited custodial placement is made.</li> <li>g) Two (2) persons, who do not reside in the same home as the placement resource, must be contacted for a personal reference check prior to the placement. (Reference checks that are verbal will be documented and maintained in the case file).</li> <li>h) Staff must also make a home visit to verify that the residence meets the standards outlined in <i>Section E</i> of DCS Policy <a href="#"><u>16.4, Resource Home Approval</u></a>.</li> </ul> <p>2. All information gathered during the expedited custodial placement assessment will be documented on form <b>CS-0682, Expedited Placement Assessment Summary</b> and submitted for approval within forty-eight (48) hours of making an expedited custodial placement</p>
--	---

<b>Forms:</b>	<a href="#"><u>CS-0668, Authorization for Release of information</u></a> <a href="#"><u>CS-0682, Expedited Placement Assessment Summary</u></a> <a href="#"><u>CS-0687, Internet Records Clearance</u></a> <a href="#"><u>CS-0741, Database Search Results (CPS/SSMS/TN Kids)</u></a> <a href="#"><u>CS-0750, Background Criminal History- Expedited/Emergency Purpose Code X III Name Check</u></a> <a href="#"><u>CS-0751, Background Clearance Check- Local Criminal History</u></a>
---------------	--

<b>Collateral documents:</b>	None
------------------------------	------

<b>Glossary:</b>	
<b>Term</b>	<b>Definition</b>
<b>Order of reference:</b>	Refers to a Court order requesting DCS to conduct a study of a child's (or children's) situation and requiring a written report to the Court on a given date. Orders of reference involve allegations of child abuse or neglect, or they may simply inquire about the circumstances of a specific child or children.